

CHAPTER 6 - GENERAL RESPONSIBILITIES

This chapter addresses general regulatory requirements not otherwise listed in the individual sections within Chapter 5. The majority of regulatory requirements listed in this chapter are OSHA's and the Indiana Department of Fire & Building Services' requirements.

You Must:

POSTINGS: [OSHA unless otherwise noted]

! post the following:

- OSHA's Job Safety & Health Protection poster (OSHA 2203) in a prominent location within the workplace (note that this poster is also referred to as the OSHA Rights and Responsibilities poster.) You may obtain a copy of this poster by contacting the Indiana Department of Labor, IOSHA Compliance Division at 317/232-6942.
- NO SMOKING signs in areas where flammable or combustible materials are used or stored. [Fire & Building Services]

! post the following where required for your shop:

- State Minimum Wage poster. Required for businesses with an annual gross income of less than \$500,000. You may obtain a copy of this poster by contacting the Department of Labor, Employment Standards Division at 317/232-2680.
- Worker's Compensation Notice. Required for businesses that are subject to the Worker's Compensation Act. You may obtain a copy of this poster by contacting the Worker's Compensation Board at 317/232-3808.
- Child Labor poster. Required for all businesses that employ minors from ages 14 through 17. Available from the Indiana Department of Labor, Bureau of Child Labor at 317/232-2675.
- Indiana Department of Employment and Training Services (IDETS) Act poster. Available from Indiana Workforce Development, Equal Employment Opportunity Compliance Section at 317/232-7483.
- Equal Employment Opportunity poster. Required for businesses with 15 or more employees. Available from the Equal Employment Opportunity Commission at 317/226-7212.
- Family Leave Act poster. Required for all businesses with 50 or more employees. Available from the U.S. Department of Labor, Wage and Hour Division at 317/226-6801.
- Federal Minimum Wage and Polygraph Act posters. Required for all businesses with an annual gross income of more than \$500,000. Available from the U.S. Department of Labor, Wage and Hour Division at 317/226-6801.
- OSHA 200 log summary. Post this log in February of each year, unless your shop has 10 or fewer employees (see Section 4.4 for more information.) [OSHA]

You Must:

GENERAL WORK AREA: [OSHA unless otherwise noted]

- ! ensure that all work areas are clean, free of slip or trip hazards, and well-lit.
- ! ensure that aisle spaces are provided and are kept clear.
- ! ensure that aisle spaces are a minimum of 48 inches wide. [Fire & Building Services].
- ! provide employees with restrooms, including washing facilities.
- ! cover or guard any pits or floor openings.
- ! for walkways elevated more than 48 inches, provide guard rails. In cases where the walkway is adjacent to dangerous equipment, pits or tanks, the walkway must have standard railing and toeboard regardless of its height.
- ! ensure that stairs are at least 22 inches wide, have a nonslip finish, and are made from sturdy materials. Standard railings are required on the open sides of all exposed stairways and stair platforms. Note that portable ladders are not to be used as permanent fixtures.
- ! mark metal ladders with “CAUTION! Do not use around electrical equipment.”
- ! not allow employees to eat in areas where hazardous chemicals are stored or used.
- ! require employees to properly wash their hands after handling any chemical products.
- ! have your shop’s means of egress (exterior shop doors) marked with highly visible Exit signs.
- ! provide appropriate fire extinguishers, and train employees in their use. [Fire & Building Services]
- ! inspect, maintain and test portable fire extinguishers.
- ! if employees are expected to extinguish small fires, employees must be trained annually on the use of fire extinguishers and the hazards of fire fighting.
- ! not block or hinder access to fire extinguishers.
- ! not hang items (jackets, hoses, etc.) from fire extinguishers.

You Must:

PERSONAL PROTECTIVE EQUIPMENT: [OSHA]

- ! follow all applicable requirements listed in the Personal Protective Equipment section of this manual, including, but not limited to the following:
 - provide and maintain goggles, chemical resistant gloves and aprons, face shields, or other equipment as appropriate for the chemicals you have on site. Consult the Material Safety Data Sheet (MSDS) for each chemical to determine required protective equipment. (See the Hazard Communication section of this manual.)
 - provide and require face shields for welding, cutting, or grinding operations. (See the sections on Grinding and Welding in Chapter 5.)
 - keep all personal protective equipment clean, readily available, and in good operating condition.
 - provide an eye wash station or emergency shower in areas where corrosive chemicals will be used.
 - provide ear protection if noise levels are at 85 db/hr. for 8 hours or more.
 - train employees in the proper selection, use and maintenance of personal protective equipment.

You Must:

MEDICAL SERVICES: [OSHA]

- ! have someone on site who is trained in first aid if you are more than 4 minutes away from medical facilities.
- ! have a written procedure and employee training advising employees how to determine if medical treatment is needed. A written plan is not required if your shop is within 4 minutes of a medical facility and you choose to transport patients rather than provide first aid.
- ! if first aid is to be provided on site, your first aid trained personnel must also be trained in Blood Borne Pathogens and must be given the opportunity to get a Hepatitis B vaccine (at owner's expense.) Contact BuSET or CTAP for more information.
- ! provide protective equipment (gloves, etc.) and training to all employees, whether your shop's policy is to provide first aid on site or to transport patients to a medical facility.

You Must:

MACHINERY AND TOOL REQUIREMENTS: [OSHA]

- ! use only approved hand tools that are in good condition.
- ! ensure that all cord operated tools are grounded or are the approved double insulated type.
- ! ensure that all portable fans have a protective guard with half inch or smaller openings.
- ! ensure that employees are trained in the proper operation of each piece of equipment.
- ! ensure that the machine operator can safely reach all controls from the machine's point of operation and that the operator can cut off the power to the machine without leaving his/her position at the point of operation. The point of operation is the area of the machine where material is positioned and work is being performed.
- ! ensure that the machine's "pinch points" are guarded with a protective cover. A pinch point is any point, other than the point of operation of the machine, where a part of the body may be caught by the machine's moving parts.
- ! ensure that all equipment capable of storing energy is locked out and tagged during servicing and repairs. (See the Lockout/Tagout section of this manual.)
- ! be aware that ground fault circuit interrupters (GFCI) are required for new outlets, and in some instances, on existing outlets. Contact BuSET or CTAP for more information.
- ! follow appropriate regulations for welding operations (see Welding section in Chapter 5.)
- ! follow appropriate regulations for grinding operations (see Grinding section in Chapter 5.)

You Must:

AIR COMPRESSORS AND COMPRESSED AIR: [OSHA]

- ! ensure that air compressors are properly maintained and operated according to manufacturer's recommendations.
- ! post signs warning of the automatic start-up feature of air compressors.
- ! **not** use compressed air to clean off clothes or body.
- ! not use compressed air for cleaning unless the pressure is reduced below 30 psi and proper chip guards are in place.
- ! not use compressed air when working on brake jobs, unless within a self-enclosed vacuum system. (See Brake and Clutch repair section in this manual.)

- ! regularly drain moisture from the lowest point of pressure in the line.

You Must:

HOISTS OR CRANES: [OSHA]

- ! ensure that the rated load is marked and is visible to the operator.
- ! ensure that the hoist or crane is able to hold up to 125% of its rated load.
- ! not carry loads over people.

You Must:

LIFTS: [OSHA]

- ! have a locking mechanism in place anytime someone is under the lift. For those lifts having a locking mechanism only when the lift is fully extended, they must only be used in the fully extended position.
- ! ensure that lifts not having a built-in locking mechanism are secured with an adjustable jack capable of supporting three times the lifts rated capacity. Secure the lift, not the car.

You Must:

FIRE PROTECTION/PREVENTION: [Fire & Building Services]

- ! make sure your local fire department is familiar with the fire hazards at your business.
- ! train employees on safety procedures and responsibilities during a fire emergency.
- ! train employees on exit routes, including alternative exits.
- ! provide appropriate fire extinguishers, and train employees on the availability and use of fire extinguishers, alarm systems, sprinklers, etc.
- ! store flammable or combustible materials according to The Department of Fire & Building Services' requirements (see Sections 3.3 and 3.4.) Post "NO SMOKING" signs in areas where flammable or combustible materials are used or stored.
- ! ensure that explosion proof lighting is used in storage areas for flammables.
- ! keep fire doors closed at all time.
- ! know if your shop has fire walls and where they are located.

You Should:

MISCELLANEOUS:

- ! install a cross connection control device (backflow preventer) wherever you have directly connected any chemical (even soap) or waste to the drinking water supply. This device prevents contaminated water from being siphoned back through the pipes, potentially contaminating the entire drinking water supply. Note that cross connection control devices are required for car washes.
- ! make sure your shop has adequate electrical outlets. Extension cords should only be used temporarily.
- ! laminate or otherwise protect posters and signs located near solvent sinks to prevent them from deteriorating.

No Smoking

WARNING:

**This air compressor is equipped with
an automatic start-up feature**